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HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Career Opportunity Bulletin

HUMAN SERVICES CASEWORKER

OPTION: adult protective, crisis, and developmental services

Code: 506902

Pay Grade: 22 (\$34,091.20 - 46,217.60/yr.)

Open for Recruitment: June 13, 2013 - *Until Canceled*

JOB DESCRIPTION

The Office of Aging and Disability Services (OADS) within DHHS oversees a broad range of community services for older persons and persons with disabilities; home and community-based services; long term care services; a comprehensive system of support for individuals with intellectual, physical and developmental disabilities; brain injury services; consumer-directed services; quality assurance and quality improvement services including independent assessment services; adult protective services; and public guardianship and conservatorship services. OADS anticipates multiple openings statewide for Human Services Caseworkers in the areas of Crisis Services, Developmental Services and Adult Protective Services.

MINIMUM REQUIREMENTS

In order to qualify, you must have a Bachelor's Degree from an accredited educational institution in Social Work/Social Welfare; OR a Bachelor's Degree in a related social service/social welfare/social work area which includes at least 12 courses in behavioral science, social science, or social work; AND must have or be eligible for conditional or full licensure as a Licensed Social Worker (LSW) as determined by the Maine State Board of Social Worker Licensure.

NECESSARY SPECIAL REQUIREMENT: Applicants must have or be eligible for conditional or full licensure at the Licensed Social Worker (LSW) level as issued by the Maine State Board of Social Worker Licensure. An LSW requires an earned BA/BS in social work/social welfare. An LSW-Conditional requires an earned BA/BS in a field related to social work/social welfare.

*Chapter 10 of the Maine State Board of Social Worker Licensure regulations defines a field related to social work or social welfare as including but not limited to: "behavioral science, social and behavioral sciences, childhood development, education and human development, mental health and human services, psychology, psychology/educational psychology, rehabilitation services, and sociology." The board will consider degrees in other areas on an individual basis. For additional information on degree requirements, contact the Maine Board of Social Work Licensure at (207) 624-8603.

Human Services Caseworkers (Adult Protective Services)

Performs professional social work in the areas of adult protective services and public guardianship and/or conservatorship. Adult Protective Services Caseworkers provide services that promote client self-determination and enhance welfare with the least restrictive alternatives consistent with the client's need for services. This position requires teamwork and flexibility within the work environment to meet client needs.

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Work includes assessing danger and/or risk of abuse, neglect, or exploitation; client's mental capacity and dependency; support systems; developing a case plan; providing ongoing case management; and petitioning for guardianship and/or conservatorship. Case management activities for adults under guardianship/conservatorship include medical, psychiatric, placement, and financial decision-making. This position requires extensive travel and occasionally requires unplanned overtime.

TYPICAL DUTIES in this job classification include:

- Solicits and evaluates information concerning indicators of mental functioning, dependency, immediate danger, and substantial risk of danger.
- Interviews clients, alleged perpetrators, family, collateral contacts, and professionals.
- Assesses client mental capacity, including ability to give informed consent.
- Assesses client living arrangements and support systems.
- Visits client regularly for ongoing assessment of client needs and safety.
- Documents all contacts in MAPSIS to maintain client records.
- Makes findings, based on facts, regarding incapacitation, dependency, and danger or substantial risk of danger.
- Develops, implements, and monitors case plans to eliminate or reduce danger or substantial risk of danger.
- Responds to crisis situations to protect client.
- Refers clients to appropriate services, negotiates for, and coordinates services on behalf of the client.
- Advocates for service provision.
- Locates resources and effects placement in alternative living arrangements.
- Facilitates and attends treatment team meetings and case conferences.
- Collects and compiles social case history.
- Provides related court activities such as preparing and filing petitions, testifying, and preparing clients and witnesses for hearings.
- Develops budget plans and monitors client expenses and assets.
- Maintains accurate case records of assessment, activities, and plans; writes summaries, reports, letters, and memos.

Human Services Caseworkers (Crisis Services)

Performs prevention and intervention services to adults with cognitive disabilities and brain injury through outreach, phone, in-home supports and crisis house services. This position will provide consultation and education services through interactions with agency providers, consumers and families in a proactive manner. Responsibilities include developing, writing and implementing crisis prevention and intervention plans, data collection and data entry specific to quality assurance and quality improvement indicators, training staff and community providers in the area of Crisis Services. Caseworkers work with significant independence and flexibility as the direct care worker in the community and in the crisis house. This position requires CPR and First Aid certification, CRMA certification, and Mandt certification. This

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position also assists persons in areas of need that may include crisis support, guardianship, and adult protection when necessary. **Crisis Services Caseworkers work a rotating schedule including nights, weekends and holidays. Mandatory overtime is also required.**

TYPICAL DUTIES in this job classification include:

- Responds to clients to determine intervention needs of client in crisis.
- Receives and responds to referrals and requests for assistance from community based agencies to determine functional, safety and community skill levels of individuals entering the system or about to move into a residential setting.
- Confers with clients, professionals, providers to identify the crisis, unmet needs and necessary support services to determine a care plan.
- Maintain consistent personal contact with clients during crisis and aftermath to determine client's ongoing psycho social rehabilitation requirements and community support needs.
- Documents all contacts in EIS to maintain client records.
- Provide staffing in the state operated crisis house to prevent institutionalization or hospitalization for homeless clients or clients in need of crisis stabilization.
- Provide transportation to clients for appointments.
- Meet with families and individuals new to the service system to explain Crisis functions and services.
- Meet with and provide information to community agencies, landlords, businesses, law enforcement and the general public to increase community awareness and education of adults with developmental and physical disabilities, brain disorder, and autism.

Human Services Caseworkers (Developmental Services)

Performs professional social work for eligible adults with developmental disabilities, physical disabilities, co-occurring diagnoses such as mental health issues and brain injury. Extensive travel is required in order for Caseworkers to coordinate the provision of services including medical, housing, employment, direct supports, day services, and the promotion of community inclusion. Caseworkers participate in care planning which includes plan writing and extensive documentation. This position provides a wide range of casework services to people living within their communities and/or persons in facilities. There is significant work with a varying number of individuals assigned as public or private guardians, as well as financial decision making responsibilities. This position occasionally requires unplanned overtime.

TYPICAL DUTIES in this job classification include:

- Advocates for and coordinates provision of services including medical, housing, employment, day services, and community inclusion.
- Assesses consumer living arrangements and support systems.
- Visits consumers regularly for ongoing assessment of consumer needs and safety.

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- Reviews, analyzes, and documents person centered plans, care plans and behavior plans.
- Maintains accurate case records of assessment, activities, and plans; writes summaries, reports, letters, and memos.
- Discusses and documents progress and difficulties with the individual and the treatment team.
- Evaluates impact of services.
- Exercises discretion in decision making in order to determine the continued need for, modifications of, or termination of services.
- Monitors community based Medicaid Waiver programs and documents progress and outcomes.
- Participates in crisis resolution using crisis intervention techniques and skills as well as collaborates with Adult Protective Services and Crisis Prevention/Intervention Services when necessary in order to stabilize and secure emergency needs.
- Acts as Representative Payee/Conservator for individuals.
- Serves in the capacity of Public Guardian agent and makes decisions consistent with the best interests, health and well-being of public wards.

Value of State-paid Dental Insurance: \$13.69 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

Value of State's share of Employee's Retirement: 11.54% of pay.